

Michigan Department of Education Office of Career and Technical Education

Timeline for Effective Grant Management

January

- Grant Coordinator/Regional Leadership Team planning meeting to review CPIs for the region, CEPD, school districts, and programs and determine priorities for next application cycle. (CPIs are available at www.cteis.com.)
- Initiate regional efforts to develop the Regional Improvement Plan, including any CEPD or local improvement plans necessary for regional level planning.
- Review long-range plans for any changes.
- Attend OCTE grant workshops.
- Draw-down grant funds for reimbursement of current year expenditures.

February

- Preliminary regional allocation announced for upcoming year.
- Review current year grant for possible amendments and budget adjustments.
- Grant applications available on MEGS+.
- Develop and finalize Regional Improvement Plan (due March 1st).
- Draw-down grant funds for reimbursement of current year expenditures.

March

- Regional Improvement Plans due to OCTE (March 1st).
- Grant Coordinator/Regional Leadership Team planning meeting to review current year application for amendments and to finalize next year's application (due April 1st).
- Secondary CTE Perkins grants are reviewed by the regional TDCC/WDB.
- Draw-down grant funds for reimbursement of current year expenditures.

April

- Perkins Grant Applications due to OCTE (April 1st).
- Submit Long-Range Plan modifications, if needed (April 1st).
- Submit current year grant application modifications, if needed.
- Draw-down grant funds for reimbursement of current year expenditures.

Timeline for Effective Grant Management – *Continued*

May

- Grant Coordinator/Regional Leadership Team planning meeting to collect end of year grant information and final outcomes for Regional Improvement Plans for current year.
- Final chance to submit amendments to current year grant (due June 1st).
- Draw-down grant funds for reimbursement of current year expenditures.

June

- Data submission for 4301 due to OCTE (used to calculate CPIs).
- Submit "Request to Negotiate Perkins IV Local Adjusted Levels of Performance" for CTE Perkins, as required.
- Draw-down grant funds for reimbursement of current year expenditures.

July/August

- Grant award letters available in MEGS+ for new fiscal year.
- Final Expenditure Reports on MEGS+ and CMS are due end of August.
- Draw-down grant funds for reimbursement of current year expenditures.

September

- Grant Coordinator/Regional Leadership Team planning meeting to review implementation plan of approved grant activities and assign responsible staff and timelines.
- Draw-down grant funds for reimbursement of current year expenditures.

October

- Draw-down grant funds for reimbursement of current year expenditures.
- Attend OCTE Fall Update

November

- Review current year grant for possible amendments and budget adjustments.
- Draw-down grant funds for reimbursement of current year expenditures.

December

- Complete participating agency survey for next year's grant.
- Draw-down grant funds for reimbursement of current year expenditures.